

INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure contains all of the ITSs for this OccFld, grouped by MOS. Each MOS is contained in a separate Appendix to Enclosure (6).

2. Format. For each ITS, the following elements of information are provided:

a. TASK. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or billet. It is a clearly stated, performance-oriented action requiring a learned skill. Skills that "make" a Marine or qualify that Marine for the appropriate MOS are designated as "CORE." Those advanced skills that are mission, grade, or billet specific are designated as "CORE PLUS."

b. CONDITION(S). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.

c. STANDARD(S). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. PERFORMANCE STEPS. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. INITIAL TRAINING SETTING. All ITSs are assigned an initial training setting that includes a specific location for initial instruction [Functional Learning Center (FLC) or Managed On-The-Job Training (MOJT)], a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" grade (the lowest grade at which task proficiency is required).

f. REFERENCE(S). References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

g. TRAINING MATERIEL (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials [except ammunition, distance learning (DL) products, and performance support tools (PST)] required or recommended to properly train the task under the specified conditions and to the specified standard. Mandatory items are preceded by an asterisk(*)

h. AMMUNITION (Optional). This table, if present, depicts the ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.

i. DISTANCE LEARNING PRODUCT(S) (Optional). This section includes a list of any currently available or planned DL products designed to provide training related to this task.

j. PERFORMANCE SUPPORT TOOL(S) (Optional). This section includes a list of any currently available or planned PSTs designed to provide training related to this task.

k. ADMINISTRATIVE INSTRUCTIONS (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

MOS 0681, INFORMATION SECURITY TECHNICIAN

DUTY AREA 01 - COMMUNICATION INFORMATION SYSTEM SUPPORT PLANNING

For a complete MOS 0681 task list, add appropriate grade-level tasks from MOS 0600, BASIC COMMUNICATION INFORMATION SYSTEMS MARINE to the following tasks.

TASK: 0681.01.01 (CORE) DRAFT EMERGENCY ACTION PLAN (EAP)

CONDITION(S): Provided planning documents and references.

STANDARD(S): To ensure communication and information security, per the references.

PERFORMANCE STEPS:

1. Evaluate potential threats posed against COMSEC material, natural disasters, and hostile actions.
2. Determine secure removal/storage requirements including alternate storage locations.
3. Determine emergency destruction requirements considering facilities and devices.
4. Develop destruction priority list.
5. Determine emergency destruction methods.
6. Determine positional responsibilities for execution of EAP.
7. Submit EAP to commander.
8. Review Communication Systems users EAP preparations.
9. Conduct annual EAP training exercises.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. CMS-1_, COMSEC Material System Policy & Procedures Manual
2. NTP-4, Naval Telecommunications Procedures/Fleet
3. OPNAVINST 5239.1_, Navy Information Assurance (IA) Program
4. OPNAVINST 5530.18_, Department of the Navy Physical Security Program
5. SECNAVINST 5510.30_, Department of the Navy Personal Security Program
6. SECNAVINST 5510.36, DON Information Security Program (ISP) Regulation

TASK: 0681.01.02 (CORE) PLAN INFOSEC MATERIAL REQUIREMENTS

CONDITION(S): Provided with planning documents, account allowance correspondence, and reference.

STANDARD(S): To ensure communication and information security, per the reference.

PERFORMANCE STEPS:

1. Conduct annual review of COMSEC material allowance.
2. Validate COMSEC material on hand.
3. Adjust modifications to allowance, as required.
4. Review reserve-on-board (ROB) level.
5. Order traditional physical/electronic key from NSA, as required.
6. Determine local traditional electronic key generation requirements and procedures.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. CMS-1_, COMSEC Material System Policy & Procedures Manual
2. CMS-21, COMSEC Material System Policy and Procedures
3. NTP-3, Plain Language Address Directory (PLAD)

TASK: 0681.01.03 (CORE) DRAFT/ENFORCE COMSEC POLICIES AND PROCEDURES

CONDITION(S): Given planning documents, commander's guidance, and references.

STANDARD(S): To ensure communication security, per the references.

PERFORMANCE STEPS:

1. Review planning documents.
2. Develop COMSEC policies and procedures.
3. Update COMSEC policies and procedures, as required.
4. Ensure adherence to COMSEC policies and procedures.
5. Provide written guidance (SOP, directives) to COMSEC users.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: GySgt

REFERENCE(S):

1. CMS-21, COMSEC Material System Policy and Procedures
2. EKMS 704, LMD/KP Operators Manual

3. NAG-14_, Safeguarding COMSEC Material and Facilities
4. NAG-16, Field Generation and Over-the-Air Distribution of COMSEC KEY in Support of Tactical Ops and Exercises
5. NAG-69_, Information System Security Policy and Procedures for FORTEZZA Card Certification Authority Workstations
6. NAG-71, Interim Operational Security Doctrine for the Local Management Device/Key Processor (LMD/KP)
7. NSTISSI 4005, Safeguarding Communications Security (COMSEC) Facilities and Materials
8. SECNAVINST 5510.30_, Department of the Navy Personal Security Program
9. SECNAVINST 5510.36, DON Information Security Program (ISP) Regulation

TASK: 0681.01.04 (CORE PLUS) DEVELOP COMSEC JOINT CONTINGENCY OPERATIONS DRAFT PLAN

CONDITION(S): Given planning documents, Commander's guidance, and references.

STANDARD(S): To ensure communication and information security, per the references.

PERFORMANCE STEPS:

1. Review planning documents.
2. Analyze joint COMSEC material requirements.
3. Coordinate requests and validations between joint COMSEC agencies.
4. Review changes to COMSEC contingency plan
5. Make appropriate changes.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MGySgt

REFERENCE(S):

1. CMS-1_, COMSEC Material System Policy & Procedures Manual
2. CMS-21, COMSEC Material System Policy and Procedures
3. MCWP 6-22, Communication and Information Systems
4. SECNAVINST 5510.36, DON Information Security Program (ISP) Regulation

TASK: 0681.01.05 (CORE PLUS) VALIDATE COMSEC KEYMAT MODIFICATION OF ALLOWANCE (MOA)

CONDITION(S): Given the request message for the MOA, annual COMSEC review, and reference.

DUTY AREA 02 - COMMUNICATION INFORMATION SYSTEMS INSTALLATION

TASK: 0681.02.01 (CORE PLUS) PERFORM IMMEDIATE SUPERIOR IN COMMAND (ISIC) FUNCTION

CONDITION(S): Given Commander's guidance, planning documents, and references.

STANDARD(S): To ensure communication and information security, per the references.

PERFORMANCE STEPS:

1. Review planning documents.
2. Advise subordinate accounts.
3. Perform EKMS inspections per reference (3).
4. Provide follow-on training to EKMS managers, as required.
5. Retain COMSEC records for disestablished or decommissioned account commands.
6. Validate COMSEC requirements of subordinate accounts.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. CMS-1_, COMSEC Material System Policy & Procedures Manual
2. CMS-21, COMSEC Material System Policy and Procedures
3. CMS-3_, EKMS Inspection Manual
4. CMS-6, STU III Key Management
5. EKMS-702.01, STU III Key Management Plan
6. LMD/KP, Local Management Device/Key Processor Operators Manual

TASK: 0681.02.02 (CORE PLUS) INSTALL LMD/KP ELECTRONIC KEY MANAGEMENT (EKMS) SUITE

CONDITION(S): Provided EKMS Hardware, Software, and references.

STANDARD(S): To prepare LMD/KP EKMS Suite for operation, per the references.

PERFORMANCE STEPS:

1. Inventory EKMS Hardware/Software.
2. Complete actions required by reference (3) during account installation.
3. Perform KP Initialization.
4. Install Master Signature Key and FireFly Vector Key.
5. Enter System Administrator PIN and Password.

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6. Ensure PIN and Password is changed by account manager.
7. Perform initial operational check utilizing X-400, Direct Comms, and CARS/NEAT Communications.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: GySgt

REFERENCE(S):

1. CMS-21, COMSEC Material System Policy and Procedures
2. CMS-6, STU III Key Management
3. DCMS, 90 Day Message
4. EKMS 704, LMD/KP Operators Manual

TRAINING MATERIEL:

1. * Electronic Key Management Suite (EKMS)

DUTY AREA 03 - COMMUNICATION INFORMATION SYSTEMS OPERATION

TASK: 0681.03.01 (CORE) OPERATE THE DATA TRANSFER DEVICE (DTD)

CONDITION(S): Provided a Data Transfer Device and references.

STANDARD(S): To ensure communication and information security, per the references.

PERFORMANCE STEPS:

1. Initiate/setup the DTD.
2. Receive key.
3. Transfer/issue key.
4. Destroy key.
5. Review DTD audit trail on DTD.
6. Upload DTD audit trail to LMD.
7. Safeguard and account for DTD and CIKs.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. DTD Operator Manual
2. CMS-1_, COMSEC Material System Policy & Procedures Manual
3. CMS-21, COMSEC Material System Policy and Procedures
4. NAG-16, Field Generation and Over-the-Air Distribution of COMSEC KEY in Support of Tactical Ops and Exercises

TRAINING MATERIEL:

1. * Data Transfer Device (DTD)

TASK: 0681.03.02 (CORE) OPERATE THE LOCAL MANAGEMENT DEVICE/KEY PROCESSOR (LMD/KP)

CONDITION(S): Provided the LMD/KP, PIN number, keys, and references.

STANDARD(S): To ensure communication and information security, per the references.

PERFORMANCE STEPS:

1. Open the Local COMSEC Management System (LCMS) application.
2. Perform LCMS functions, as required.
3. Perform daily LCMS backup.

4. Log out of LCMS.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. CMS-21, COMSEC Material System Policy and Procedures
2. EKMS-702.01, STU III Key Management Plan
3. LMD/KP, Local Management Device/Key Processor Operators Manual

TRAINING MATERIEL:

1. * Local Management Device/ Key Processor

TASK: 0681.03.03 (CORE) GENERATE ELECTRONIC KEY

CONDITION(S): Given planning documents, appropriate guidance, and references.

STANDARD(S): To ensure communication and information security, per the references.

PERFORMANCE STEPS:

1. Determine electronic key requirements.
2. Order and produce key.
3. Report generation to COR, as required.
4. Distribute key to other accounts or local element, as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. CMS-1_, COMSEC Material System Policy & Procedures Manual
3. CMS-21, COMSEC Material System Policy and Procedures

TASK: 0681.03.04 (CORE PLUS) OPERATE THE CERTIFICATION AUTHORITY WORKSTATION (CAW)

CONDITION(S): Provided the CAW, PIN, keys, DP manual, and references.

STANDARD(S): To ensure communication and information security, per the references.

PERFORMANCE STEPS:

1. Access the program.
2. Perform CAW management functions, as required.

3. Generate and distribute FORTEZZA cards, as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. CMS-9, DON Certification Authority Policy and Procedures (DRAFT)

TRAINING MATERIEL:

1. * Computer Suite
2. * Software

DUTY AREA 04 - COMMUNICATION INFORMATION SYSTEMS MAINTENANCE

TASK: 0681.04.01 (CORE) MANAGE OPERATION OF SECURE TELEPHONE UNIT (STU) OR SECURE TELEPHONE EQUIPMENT (STE)

CONDITION(S): Provided a STU-3/STE/ancillary equipment and references.

STANDARD(S): To ensure communication and information security, per the references.

PERFORMANCE STEPS:

1. Install STU/STE.
2. Perform key update.
3. Conduct key conversion on STU/STE.
4. Manage key control.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. CMS-1_, COMSEC Material System Policy & Procedures Manual
3. CMS-21, COMSEC Material System Policy and Procedures
4. CMS-6, STU III Key Management
5. EKMS-702.01, STU III Key Management Plan

TRAINING MATERIEL:

1. STE
2. STU-III

TASK: 0681.04.02 (CORE) MAINTAIN ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) ACCOUNT CHRONOLOGICAL FILE

CONDITION(S): Given documents requiring filing and reference.

STANDARD(S): To ensure communication and information security, per the reference.

PERFORMANCE STEPS:

1. Receive document.
2. File, as appropriate.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
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TASK: 0681.04.03 (CORE) REPORT COMSEC INCIDENT/PRACTICES DANGEROUS TO SECURITY (PDS)

CONDITION(S): Provided a COMSEC incident or PDS and references.

STANDARD(S): To ensure communication and information security, per the references.

PERFORMANCE STEPS:

1. Identify COMSEC incident/PDS.
2. Draft COMSEC incident report.
3. Inform Chain of Command of incident.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
 2. CMS-1_, COMSEC Material System Policy & Procedures Manual
 3. CMS-21, COMSEC Material System Policy and Procedures
 4. SECNAVINST 5510.36, DON Information Security Program (ISP) Regulation
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TASK: 0681.04.04 (CORE) DESTROY COMSEC MATERIAL

CONDITION(S): Provided superseded COMSEC material and references.

STANDARD(S): To ensure communication and information security, per the references.

PERFORMANCE STEPS:

1. Verify short title of the material.
2. Analyze material to determine destruction method.
3. Adhere to all safety precautions.
4. Destroy material via appropriate method.
5. Document destruction of material.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals

2. CMS-1_, COMSEC Material System Policy & Procedures Manual
3. CMS-21, COMSEC Material System Policy and Procedures
4. SECNAVINST 5510.36, DON Information Security Program (ISP) Regulation

TASK: 0681.04.05 (CORE) CONDUCT COMSEC MATERIAL INVENTORIES

CONDITION(S): Provided the inventory sheet, COMSEC material, and references.

STANDARD(S): To ensure communication and information security, per the references.

PERFORMANCE STEPS:

1. Determine type of inventory to conduct based on occasion.
2. Conduct inventory.
3. Annotate corrections to the inventory and submit to COR, when required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. CMS-1_, COMSEC Material System Policy & Procedures Manual
3. CMS-21, COMSEC Material System Policy and Procedures

TASK: 0681.04.06 (CORE) COURIER CLASSIFIED CRYPTOGRAPHIC MATERIAL

CONDITION(S): Given classified cryptographic material, official authorization, authorized container, transportation, and references.

STANDARD(S): To ensure communication and information security, per the references.

PERFORMANCE STEPS:

1. Package classified cryptographic material.
2. Receive transportation and delivery instructions.
3. Exercise Two Person Integrity (TPI), as required.
4. Deliver material to authorized recipient.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals

2. CMS-1_, COMSEC Material System Policy & Procedures Manual
3. CMS-21, COMSEC Material System Policy and Procedures
4. SECNAVINST 5510.36, DON Information Security Program (ISP) Regulation

TASK: 0681.04.07 (CORE) SUPERVISE SAFEGUARD OF COMSEC MATERIAL

CONDITION(S): Provided COMSEC material and references.

STANDARD(S): To provide communication and information security, per the references.

PERFORMANCE STEPS:

1. Ensure handling COMSEC material is based on type and classification.
2. Ensure appropriate storage of COMSEC material.
3. Validate prerequisites of individuals who request COMSEC material.
4. Change combinations, PINs, and passwords, as required.
5. Ensure storage containers meet federal specifications for classification as required.
6. Inspect protective packing and conduct page checks of COMSEC material, as required.
7. Inspect COMSEC users for compliance with safeguarding standards.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. CMS-1_, COMSEC Material System Policy & Procedures Manual
3. CMS-21, COMSEC Material System Policy and Procedures

TASK: 0681.04.08 (CORE) RECEIVE COMSEC MATERIAL

CONDITION(S): Provided COMSEC material and references.

STANDARD(S): To provide communication and information security, per the references.

PERFORMANCE STEPS:

1. Adhere to two-person integrity.
2. Inspect packages and COMSEC material for signs of tampering.
3. Bring material into accountability within LCMS.

4. Report receipt to COR.
5. Report receipt to originator of shipment.
6. Store material.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. CMS-1_, COMSEC Material System Policy & Procedures Manual
3. CMS-21, COMSEC Material System Policy and Procedures

TASK: 0681.04.09 (CORE PLUS) INSTRUCT PERSONNEL IN COMSEC

CONDITION(S): Provided security regulations, appropriate training aids, and references.

STANDARD(S): To maximize the competency of the organization concerning COMSEC, per the references.

PERFORMANCE STEPS:

1. Obtain/Review security regulations.
2. Prepare/Review lesson plan.
3. Conduct training.
4. State several of the basic physical security requirements.
5. Conduct an evaluation of instructed individuals.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: SSgt

REFERENCE(S):

1. CMS-1_, COMSEC Material System Policy & Procedures Manual
2. CMS-21, COMSEC Material System Policy and Procedures
3. OPNAVINST 5530.18_, Department of the Navy Physical Security Program

TASK: 0681.04.10 (CORE PLUS) TRAIN LOCAL ELEMENT (LE)

CONDITION(S): Provided training plan and references.

STANDARD(S): To maximize the competency of the organization concerning communication and information security, per the references.

PERFORMANCE STEPS:

1. Conduct Data Transfer Device training.
2. Conduct STU/STE training.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. DTD Operator Manual
3. CMS-1_, COMSEC Material System Policy & Procedures Manual
4. CMS-21, COMSEC Material System Policy and Procedures
5. CMS-6, STU III Key Management
6. EKMS-702.01, STU III Key Management Plan
7. NAG-16, Field Generation and Over-the-Air Distribution of COMSEC KEY in Support of Tactical Ops and Exercises